"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFMAN 10-206, 7 March 2000, is supplemented as follows:

Paragraph **3.13. (Added)** incorporates policies and procedures applicable to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units.

Maintain and dispose of records created as a result of processes prescribed in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Submit recommendations for changes or improvements to this supplement to HQ AETC/DOXC, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Also notify HQ AETC/DOXC of omissions or conflicts with other publications.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.3.1. The installation commander or a designated alternate evaluates, edits, and releases all reports covered by this supplement. This supplement applies to all AETC activities. Tenant units on non-AETC installations should coordinate these requirements through the host command post.

1.3.2.1. Establish procedures in a local supplement (or comparable publication) to ensure Air Force Operational Reporting System (AFOREPS) inputs are promptly submitted to the command post for up-channel reporting. Task local sources (for example, OG, LG, SF, SPTG, SG, SE, PA, etc.) to provide timely and accurate information to the command post.

1.3.3. The Randolph Command Center (RCC) is designated the HQ AETC operational reporting processing agency and is responsible for:

1.3.3.1. Margie, since this is a continuation of 1.3.3, we don't need to do an "added"Briefing applicable HQ AETC staff on all reports. As a minimum notify the following:

1.3.3.1.1. HQ AETC/CCE or HQ AETC/CVE, on all OPREP-3 reports. Defer notification on HOME-LINE reports after duty hours unless the event/incident involves any of the following: officer misconduct, serious injuries, adverse publicity, environmental impact, or any serious aircraft accident/incident. Brief HQ AETC CC/CV on all OPREP-3 reports as directed by HQ AETC CCE/CVE.

1.3.3.1.2. HQ AETC/DOX on all OPREP-3 reports.

1.3.3.1.3. Applicable OPRs and OCRs of report activity, for example: DO and SE on aircraft incidents, SF on criminal activity, DP on personnel issues, etc. See Table 3.1 for list of HOMELINE OPR/OCRs. When in doubt, contact HQ AETC/DOXC for guidance.

1.3.3.2. Assisting units in determining reporting criteria and with upchanneling reports.

1.3.5. (Added) HQ AETC/DOXC responsibilities are as follows:

1.3.5.1. Monitors Joint Reporting Structure (JRS) and AFOREPS to ensure reporting requirements are accurately reflected in this supplement.

1.3.5.2. Reviews established AETC operational reports and criteria, and revises requirements as necessary.

1.3.5.3. Ensures operational reporting requirements levied on AETC units are kept to the absolute minimum required to accomplish AETC's mission.

1.3.5.4. Functions as the single point of contact between the RCC and the AETC staff.

3.3.10. Report locally directed THREATCON/INFOCON changes in an OPREP-3 BEELINE report. Accomplish established THREATCON/INFOCON attainment steps (protection of life and limb, security, etc.) prior to upchanneling report. Downward-directed (HQ USAF, MAJCOM) THREATCON/INFO-CON changes do not require a unit-level OPREP-3 BEELINE report. Report problems associated with attaining and maintaining directed THREATCON/INFOCONs in a commander's situation report (SITREP), when directed.

3.3.11. The HOMELINE report is used to notify the AETC Commander and staff agencies of events/incidents affecting AETC or involving AETC resources, and which do not meet higher level OPREP-3 submission.

3.3.11.1. (Added) Objective criteria for determining whether an event/incident is reportable as an OPREP-3 HOMELINE is provided at table 3.4, Additional Objective Event/Incident Reporting Criteria. Commanders should not, however, restrict reporting to these categories. Any event/incident, which is significant and in the judgment of the commander warrants HQ AETC interest, should be upchanneled as an OPREP-3 HOMELINE. If the RCC subsequently determines that a HOMELINE report merits CSAF, JCS, or lateral command interest, it will relay the report by voice to the appropriate command levels. The unit will then be notified to upgrade its report and add all newly pertinent addressees.

3.3.11.2. (Added) Submit a brief voice report to the RCC within 15 minutes after the command post receives notification of an incident. Use the title, OPREP-3 VOICE TEMPLATE, on AETC Form 706,

Command Post Checklist, and as a minimum, provide the serial number, type of incident, a brief summary, and the date-time group of the incident (**Attachment 5 (Added)**) (AETC).

3.3.11.3. (Added) Prepare all record copy OPREP-3 HOMELINE reports in United States message text format (USMTF) (see sample at **Figure 3.6. (Added)** [AETC]) and submit via AUTODIN/DMS NLT 1 hour after the initial voice report. Fax a copy of the AUTODIN/DMS message to the RCC and HQ AETC/DOXC when the communications center is closed and/or DMS is down. Ensure the report is clear, comprehensive, and generally answers the following questions:

3.3.11.3.1. Who? Grade, age, unit of assignment, and status (student, permanent party, TDY).

3.3.11.3.2. What? Clearly state what happened and what military activities are affected. Include other pertinent factors such as weather, casualties, and expected news media impact.

3.3.11.3.3. When? Give specific or approximate time or time period in Greenwich Mean Time (GMT) (Zulu).

3.3.11.3.4. Why? Include causes, if available.

3.3.11.3.5. Where? Give location of incident (on or off base, building number or address) and include activities housed or conducted in the building.

Figure 3.6. (Added) Sample USMTF Record Copy Format.
UNCLAS
UNCLAS JOPREP JIFFY
MSGID/OPREP-3H/82TRW/001//
REF/A/TEL/82TRW/171815ZJUL 00/017//
AMPN/OPREP-3 HOMELINE VOICE REPORT//
FLAGWORD/HOMELINE/-//
TIMELOC/171745Z JUL 00/SHEPPARD AFB/FINAL//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/A T-38, TAIL #66-3040, ASSIGNED TO THE 89 FTS, SHUT DOWN THE NUMBER TWO ENGINE DUE TO LOW OIL PRESSURE INDICATIONS. THE INCIDENT OCCURRED DURING A STUDENT CONTACT SORTIE. THE AIRCRAFT WAS AT 17000 MSL, 300 KIAS, AND THROTTLES AT MILITARY POWER. CREW NOTICED THE OIL PRESSURE GAUGE WAS AT ZERO, CREW SHUT DOWN THE NUMBER TWO ENGINE IAW CHECKLIST PROCEDURES DECLARED AN IFE AND LANDED UNEVENTFULLY.//
UNCLAS

3.3.11.4. (Added) Submit voice reports through the appropriate chain of command if no delay in reporting is introduced. Nineteenth Air Force (19 AF) units report directly to the RCC (DSN 487-1859 or commercial (210) 652-1859, fax DSN 487-7684). Technical training units report through the Keesler Command Post (DSN 597-2321 or commercial (228) 377-4330, fax DSN 597-5419). Air University (AU) subordinate units report through the Maxwell Command Post (DSN 493-7333 or commercial (334) 953-7333, fax DSN 493-5123).

3.3.11.5. (Added) AETC HOMELINE reports may be selectively or collectively suspended when directed by the AETC Commander or Battle Staff Director.

3.3.11.6. (Added) The RCC may suspend voice reporting and direct AUTODIN/DMS reporting during saturation periods. In such cases, AUTODIN/DMS reports must be submitted NLT 1 hour after the command post receives notification of the event.

3.3.11.7. (Added) Use active duty Air Force personnel criteria to report events involving international military personnel or their dependents.

3.4. The AETC OPREP-3 HOMELINE Reporting Criteria, **Table 3.4. (Added)** (AETC) lists some of the situations recommended for AETC HOMELINE reporting. However, this list is not all-inclusive. The installation commander is always the final reporting authority. Include HQ AETC/DOXC and RCC as action addressees on all AETC operational reports (HOMELINE, BEELINE, PINNACLE).

3.6. The first command post receiving notification of a reportable event must report it. Include tenant requirements in base-level supplements to ensure all events are submitted to the host command post.

3.6.1. AETC command posts will go through their chain of command to the RCC for a telephone patch to the Air Force Operations Center (AFOC). Detached AETC organizations will submit reports by telephone through their chain of command to the RCC. Submit the report directly to the RCC if problems are encountered. The RCC will notify the headquarters of the unit, and if appropriate AFOC. Units will ensure AFOC is notified for all BEELINE and PINNACLE reports, and the National Military Command Center (NMCC) for all PINNACLE reports if the RCC cannot be reached. Units will ensure the RCC is immediately back briefed.

Table 3.2. The following contacts are provided for AETC:

	Primary DSN	Alternate DSN	Commercial
National Military Command Center (NMCC)			
Nonsecure	227-6340		(703) 697-6340
STU III	227-6340		
Unclas Fax	227-9028		
Air Force Operations Center (AFOC)			
Nonsecure	227-6103	227-1929	(703) 697-6103
STU-III	223-1929		(703) 697-1929
Unclas Fax	225-9673		
Randolph Command Center (RCC)			
Nonsecure	487-1859	487-5726	(210) 652-1859
STU-III	487-5726		
Unclas Fax	487-7684		

Table 3.4. (Added) Additional Objective Event/Incident Reporting Criteria.

L I N E	A EVENT/ INCIDENT	B DESCRIPTION	C REMARKS AND REFERENCES	D HQ AETC OPR (OCR)
		AIRCRAFT EVENTS AND INCIDENTS		
H01	Damage	Any aircraft damage estimated in excess of $10,000 that does not meet BEELINE or PINNACLE criteria.	Comply with AFI 91-204.	SE (DO, LG) (CE-fire damage only)
H02	Engine Failure, Flameout, Shutdown or Unintentional Loss of Thrust	Excludes ground maintenance runs and single engine failures on aircraft with three or more engines unless the latter jeopardizes safety of flight. (Single engine aircraft will be reported as a BEELINE).	Comply with AFI 91-204. Indicate airspeed, altitude, and throttle position at time of incident.	SE (DO, LG)
H03	Flight Control Problems	Any flight control malfunction or restriction resulting in temporary inability to control the aircraft. Includes departures from controlled flight.	Comply with AFI 91-204. Indicate airspeed, altitude, and throttle position at time of incident.	SE (DO, LG)
H04	Aircraft Scramble/ Chase Activity	Aircraft scramble for chase or active air defense purposes involving AETC aircraft.		DO
H05	Unusual Aircraft Event/ Incident or Mishap	Any significant or unusual aircraft mishap or event/ incident to include Aero club aircraft that does not meet BEELINE or PINNACLE reporting criteria, but in the opinion of the commander should be reported to the AETC Commander and staff.	Comply with AFI 91-204.	SE (DO) (SV when applicable)
H06	Aircraft Diversion	Any aircraft diversion, due to aircraft malfunction or weather.	Comply with AFI 91-401.	SE (DO, LG, DOYW)

L I N E	A EVENT/ INCIDENT	B DESCRIPTION	C REMARKS AND REFERENCES	D HQ AETC OPR (OCR)
H07	Significant Weather Phenomena/ Incident	Weather-related events/ incidents that do not meet BEELINE or PINNACLE reporting criteria, that results in aircraft damage, injuries, flight control problems, aircraft diversions, significant mission impact to student training, e.g. cancellation of flying and or technical training, restricted duty hours/ delays in reporting for extended period of time.		SE (DO, DOYW)
H08	Near Miss Incidents	Any near-miss incident.		DO (SE)
H09	Overdue Aircraft	Any aircraft that has failed to arrive at its destination, compulsory reporting point, or clearance limit within 30 minutes of the estimated time of arrival, and communications with or location of the aircraft cannot be established.		DO (SE)
H10	Physiological Incident	Significant physiological incident, requiring hospitalization, aircraft diversion, or other unusual action.		SE (DO, SG)
OTHER SIGNIFICANT EVENTS AND INCIDENTS				
H11	Accident	Any accident resulting in serious injury to any person (military or civilian) on or off an AETC installation as a result of AETC operations or involving AETC personnel.	Active duty deaths will be reported via BEELINE.	SE (DO, SF, SG, DP, JA)

	A	B	C	D
L I N E	EVENT/ INCIDENT	DESCRIPTION	REMARKS AND REFERENCES	HQ AETC OPR (OCR)
H12	Damage	Damage to Air Force property or facilities exceeding $10,000 or significantly affecting mission capability.		CE (DO, SE, SF, LG)
H13	Officer Misconduct	Examples include confinement, arrest, apprehension, or drug or alcohol involvement.		DP (DO, SF, JA)
H14	Spills	Significant fuel or toxic spills that do not meet BEELINE or PINNACLE criteria.		SE (LG, SF, CE, SG)
H15	Criminal Activity	Criminal activity in which civilian felony charges are made or pending and has an operational impact on the mission, causes adverse publicity, or involves a theft or loss of government property in excess $10,000.		SF (DO, DP, OSI, JA)
H16	Death, Injury, or Missing Personnel	Attempted suicide, serious injury, or missing personnel that does not meet BEELINE or PINNACLE criteria. Additionally, report deaths, attempted suicides, serious injuries or missing persons if incident occurs on base regardless of status of individual, incident occurs off base and involves civil service or dependents of active duty personnel.	Active duty deaths will be reported as a BEELINE.	DP (SE, SF, SG, JA, SV)
H17	Mission Impact	Any significant event/incident that has an adverse mission impact that does not meet BEELINE or PINNACLE criteria.		DO

L I N E	A EVENT/ INCIDENT	B DESCRIPTION	C REMARKS AND REFERENCES	D HQ AETC OPR (OCR)
H18	Off-Drop Zone Airdrop	Missed drop zone airdrops not BEELINE reportable.		DO (SE)
H19	Communicatio n/ Computer Outage	Any unscheduled catastrophic communication, computer, or navigational outages impacting the mission that do not meet BEELINE or PINNACLE criteria.	Identify circuit, facility, time of failure, summary of problem, and estimated time of return to operation. INFO: AETC NOSC RANDOLPH AFB TX//SCNO//.	SC (DO)
H20	Unusual Event/ Incident	Any significant unusual event/ incident (not involving aircraft) that in the opinion of the commander should be reported to the AETC Commander and staff.		DO (SF) (SV when applicable)
H21	Media Interest	Adverse media coverage of an event, incident, or action involving Air Force personnel, resources or programs that do not meet BEELINE or PINNACLE reporting criteria.		PA (DO, JA)

3.6.2. The RCC will relay voice reports to affected lateral MAJCOMs. Include all affected organizations as addressees on record-copy reports.

3.6.3. Explain delays beyond established criteria in the voice report narrative.

3.6.4. The primary means of record report submission in AETC for all OPREP-3 reports is Automated Digital Network/Defense Message System (AUTODIN/DMS). Send an action copy via AUTODIN to RANDOLPH COMMAND CENTER RANDOLPH AFB TX//, HQ AETC RANDOLPH AFB TX// DOXC//, and an info copy to the appropriate NAF or comparable level. The secondary means of record report submission is e-mail, and the third means is fax.

3.6.4.1. (Added) Address DMS messages using the following procedures:

3.6.4.1.1. Go to the DMS directory information tree (DIT) select addressees and copy them over to your personal address book (PAB) in your DMS mailbox.

3.6.4.1.2. Open your PAB and rename addresses placed in your PAB by double-clicking on each of them, and change their display names to their organization name.

3.6.4.2. (Added) To create a new message in your DMS mailbox, select file, new message, insert the DMS addresses from your PAB into the To box of your message, type your text in USMTF (see paragraph **3.3.11.3. (Added)**), sign and encrypt the documents using the appropriate buttons on the tool bar. The message is now ready for transmission.

3.6.4.3. (Added) Maintain, as a minimum, the following DMS addresses in your organizational address list: RCC, HQ AETC/DOXC, AFOC, NMCC, 81 TW/CP (for technical training units), 42 ABW/CP (for AU subordinate units).

3.8. Number each type of OPREP-3 independently.

3.8.1. (Added) Maintain a reports book containing the OPREP-3 reports matrix; checklists for report coordination, preparation, and release of voice and record communications procedures; examples of USMTF messages (with addressing requirements) using AUTODIN (via SARAH-lite and/or MDT and DMS); and a number log for each type of report.

3.9.1. (Added) Last line of exercise reports will read "EXERCISE EXERCISE EXERCISE//."
EXCEPTION: Place before the declassification instructions when declassification instructions are required.

3.9.2. (Added) Upchannel exercise voice and record copy reports if directed by operational plans, evaluator, or when prior coordination has occurred. Include RANDOLPH COMMAND CENTER RANDOLPH AFB TX//, HQ AETC RANDOLPH AFB TX//DOXC// as an addressee. Refer to paragraph **3.6.4.1. (Added)** for DMS-addressed messages.

3.10.2. Voice record copy followup or final reports through the RCC to the appropriate command level prior to transmitting the hardcopy report.

3.11. Control sensitive information on a strict need-to-know basis. Provide names and SSNs to the RCC after submission of the voice report. DO NOT put names and SSNs in any OPREP-3 report. Protect sensitive information according to AFI 33-332, *Air Force Privacy Act Program.*

3.13. (Added) ANG/AFRC Reports. Voice reports from non-mobilized ANG units to the ANG Operations Center (ANG/XOOSO). Voice reports from non-mobilized AFRC units to HQ AFRC/DOCR. HQ AFRC and ANG will include the RCC in the voice conference for BEELINE and PINNACLE reporting. Include RANDOLPH COMMAND CENTER RANDOLPH AFB TX//, HQ AETC RANDOLPH AFB TX//DOXC//, as action addresses on AUTODIN record copy for all ANG and AFRC BEELINE and PINNACLE hard copy reports. Refer to paragraph **3.6.4.1. (Added)** for DMS-record copy. ANG and AFRC command posts will provide a courtesy notification to the host wing command post on all HOMELINE reports.

3.14. (Added) AETC Daily Summary:

3.14.1. Provide the RCC with a summary of the next day's static displays, flybys, VIP or civilian orientation flights, and any flybys of AETC facilities by other commands or organizations. E-mail or fax all reports to the RCC NLT 0100Z. Thursday night summaries will also include weekend information.

3.14.2. The RCC will prepare a summary of significant events impacting command personnel, facilities, resources and static displays, and flybys to the AETC Commander and staff daily. Submit the summary to arrive no later than 0530 central time each duty day.

4.4. SITREP AUTODIN reporting will be ACTION addressed to RANDOLPH COMMAND CENTER RANDOLPH AFB TX//, and HQ AETC RANDOLPH AFB TX//DOXC//. Refer to paragraph **3.6.4.1. (Added)** for DMS transmission. INFO address to the appropriate NAF or comparable level; and INFO address the affected MAJCOM, if tenant unit information is included.

4.5. Submit a daily SITREP report to HQ AETC no later than 2200Z with an as/of time of 2000Z. This suspense is not flexible and must be met. Submit major changes via STU-III telephone. No new report number is required.

4.7.4. (Added) Include a summary of all OPREP-3 reports since the last report in the daily SITREP. Also include your current THREATCON, INFOCON, and DEFCON status.

6.5.1. Submit the initial aircrew/aircraft loss report (LOSREP) no later than 3 hours after the initial voice OPREP-3, reporting the loss.

13. (Added) Forms Adopted. AETC Form 706.

Attachment 5 (Added)

TEMPLATE FOR OPREP-3 VOICE REPORT (AETC FORM 706)

COMMAND POST CHECKLIST	CLASSIFICATION UNCLASSIFIED

TITLE

   OPREP-3 VOICE TEMPLATE

_____THIS IS _____ WITH AN OPREP-3   HOMELINE BEELINE PINNACLE
ADDRESSEE   ORIGINATOR

FLASH   IMMEDIATE   (CIRCLE PRECEDENCE OF MESSAGE)

TOP SECRET   SECRET   CONFIDENTIAL   UNCLASSIFIED   (CIRCLE CLASSIFICATION OF REPORT)

LINE 1 (OR) SERIAL NUMBER _____ (BASE AND REPORT NUMBER ASSIGNED TO THIS REPORT)

LINE 2 (OR) INCIDENT _____(INCIDENT AND LOCATION)

LINE 3 (OR) NARRATIVE _____

_____

_____

_____

_____

_____

_____

LINE 4 (OR) TIME _____ (DTG OF INCIDENT)

LINE 5 (OR) AUTHENTICATION _____(WHEN APPLICABLE)

        INITIALS: NMCC_____ AFOC_____ RCC_____ UNIT_____

CLASSIFICATION	REFERENCE	OPR	DATE
UNCLASSIFIED	DISA/JIEO CD	RANDOLPH COMMAND CENTER	20010301

AETC FORM 706, SEP 93 *(EF-V2)*   PREVIOUS EDITION IS OBSOLETE.

WILLIAM WELSER III,   Major General, USAF
Director of Operations